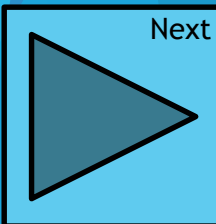




Secretary of State
Nellie Gorbea

Searching the Corporate Database

Rhode Island Department of State, Business Services
148 West River Street
Providence, RI 02904
401-222-3040
www.sos.ri.gov
corporations@sos.ri.gov





CORPORATE DATABASE SEARCH

TUTORIAL OBJECTIVES

- Understand what the corporate database is and how to use it
- Navigate the corporate database
- Recognize the various search options
- Determine the search option that will return the results you are looking for
- Know the Search Types
- Understand what NAICS codes are, how to search by NAICS codes and how this search may be useful to you

[SEARCH BY ENTITY NAME](#)

[SEARCH BY
INDIVIDUAL NAME](#)

[SEARCH BY
IDENTIFICATION NUMBER](#)

[SEARCH BY
FILING NUMBER](#)

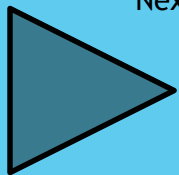
[SEARCH BY AGENT](#)

[SEARCH BY
BUSINESS ADDRESS](#)

[SEARCH BY
PURPOSE](#)

[SEARCH BY
NAICS CODE](#)

Next

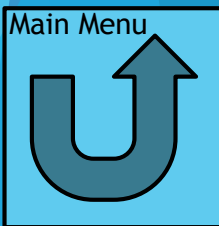
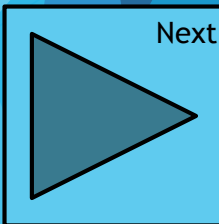




WHAT IS THE CORPORATE DATABASE ?

The Rhode Island Department of State maintains a database of all business entities, non-profit corporations and non-resident landlords that are of record in the Business Services Division. Where applicable, information includes the principal place of business, officers and directors, description of the business, agent for service of process as well as other collected data. Also included are images of all documents filed after July 25, 2007.

The database can be accessed at
<http://business.sos.ri.gov/corpweb/CorpSearch/CorpSearch.aspx>
and is free, searchable and available to everyone 24 hours a day.





HOW TO USE THE CORPORATE DATABASE

NEW

Are you looking for information about a specific type of business??

Search by [NAICS* codes!](#)

*North American Industry Classification System

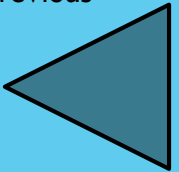
To begin searching:

1. Go to <http://business.sos.ri.gov/corpweb/CorpSearch/CorpSearch.aspx>
2. Click on the option button next to the search that you would like to conduct
3. Click the drop-down (when available) to identify the type of search you would like to run
4. Enter the search criteria
5. Click on “search corporations”

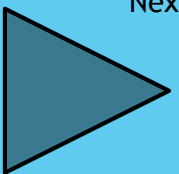
Please click [here](#) for detailed search instructions.

Click [here](#) to search the corporate database

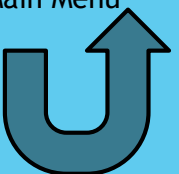
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HOW TO NAVIGATE THE CORPORATE DATABASE

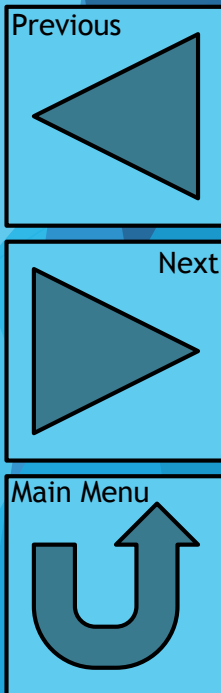
Navigating the corporate database is easy! Simply...

- ✓ Click on the option button next to the search that you would like to conduct
- ✓ Click the drop-down (when available) to identify the type of search you would like to run
- ✓ Enter the search criteria
- ✓ Click “search corporations”

Once you select an option button indicating your preferred lookup criteria, you may tab to move through fields or simply place your cursor in the field of your choice. You may also choose how many names you would like to see in your results by clicking on the “display number of items to view” drop down menu.

Please click [here](#) for detailed search instructions.

Click [here](#) to search the Corporate Database





SEARCH CRITERIA

Search by:

- Entity Name
- Individual's Name
- Identification Number
- Filing Number
- Agent's Name
- Business Address
- Purpose
- NAICS Code

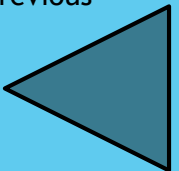
Search Options:

- Active
- Inactive

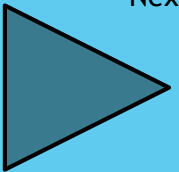
Search Types:

- Begins With
- Exact Match
- Full Text
- Soundex
- Inactive
- Contains

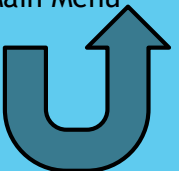
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SEARCH OPTIONS

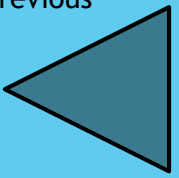
Active: The Corporation Information Management System (CIMS) holds all active entity records, names of registered non-resident landlords and other miscellaneous filings. The CIMS also holds the records of entities whose certificates of incorporation/formation/authority have been revoked for less than one year.

Inactive: The Inactive Database holds all inactive entity records, including cancelled non-resident landlord registrations, and other inactive miscellaneous filings

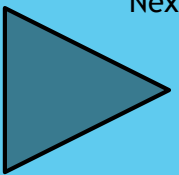
...You Should Know...

The active database is the default search option unless you select the "inactive" database in the Entity Name, Individual Name, and Agent searches.

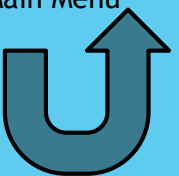
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SEARCH TYPES

“Begins With”

This type of search requires the exact beginning part of the name to be entered. **EXAMPLE:** AB will return results that include “Able” and “Abbot.”

“Exact Match”

This type of search requires the exact name to be entered. The system will return all records that ‘exactly’ match the entered search criteria.

“Full Text”

This type of search will return all records that contain any portion of the words that were entered in the search criteria. With this method, you can use AND and OR when searching with multiple words. You can also search using partial words by using a wildcard of *. **EXAMPLE:** If you are searching for all entities that contain any variation of the words “CUSTOM” and “DESIGN” the criteria would be “cust*” and “des*”.

“Soundex”

This type of search will return all records that ‘sound like’ the words entered in the search criteria.

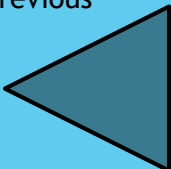
“Inactive”

This type of search will return records for entities that are currently inactive. The name search is limited to “begins with”.

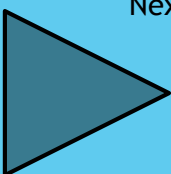
“Contains”

This type of search requires you to enter a last name or a portion of a name that is at least two letters. This type of search is only available in the “Search by Agent” section.

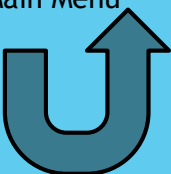
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SEARCH CATEGORIES

Entity Name

Individual's
Name

Identification
Number

Filing
Number

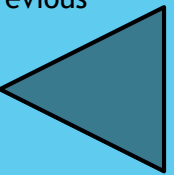
Agent

Business
Address

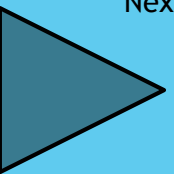
Purpose

NAICS Code

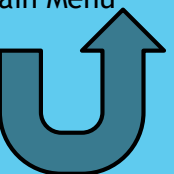
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SEARCH BY ENTITY NAME

To search by entity name,
you must enter at least
the first two letters of the
entity you want to find.
The default search type is
“begins with.”

Click the drop-down
menu in the search type
box to change the type of
search.

Rhode Island Department of State
Nellie M. Gorbea
Secretary of State

HOME BUSINESS PORTAL ELECTIONS CIVICS AND EDUCATION

Search for an entity

[Search assistance. . .](#)

☒ **Search by entity name** (Corp., LP, LLP, LLC, Non-resident Landlord)

Enter name: Search type:

☐ **Search by an individual name** (Officer, Director, etc.) Search type:

First: Middle: Last:

☐ **Search by Identification Number** Must be 9 digits

☐ **Search by Filing Number** Must be 12 digits

☐ **Search by Agent** Search type:

☐ **Search by a Business Address**

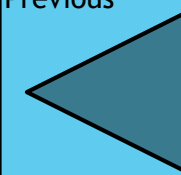
☐ **Search by a Purpose**

☐ **Search by NAICS code** [Help ?](#) Must be 2 to 6 digit code

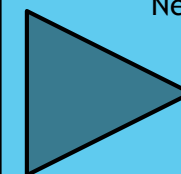
Display number of items to view: per page

[Legal Information, Disclaimers, Policies](#)

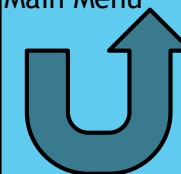
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SEARCH BY INDIVIDUAL NAME

You must enter at least the first two letters of an individual's last name, however, you do not need to type the entire name. Refining your search criteria will yield a more specific result. If you would like to limit the search, you may also include "First Name" and "Middle Name". The default search type is "begins with." Click the drop-down menu in the search type box to change the type of search. All search types are described above.

Rhode Island Department of State
Nellie M. Gorbea
Secretary of State

HOME BUSINESS PORTAL ELECTIONS CIVICS AND EDUCATION

Search for an entity

[Search assistance...](#)

☐ Search by entity name (Corp., LP, LLP, LLC, Non-resident Landlord)

Enter name: Search type:

☒ Search by an individual name (Officer, Director, etc.) Search type:

First: Middle: Last:

☐ Search by Identification Number Must be 9 digits

☐ Search by Filing Number Must be 12 digits

☐ Search by Agent Search type:

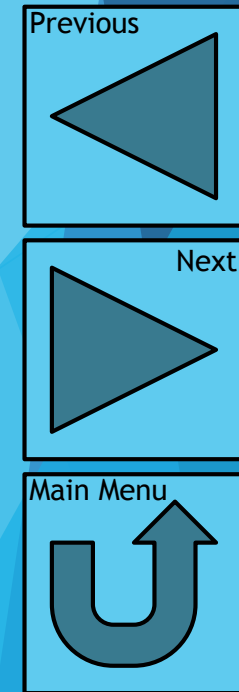
☐ Search by a Business Address

☐ Search by a Purpose

☐ Search by NAICS code [Help](#) Must be 2 to 6 digit code

Display number of items to view: per page

[Legal Information, Disclaimers, Policies](#)





SEARCH BY IDENTIFICATION NUMBER

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Secretary of State

HOME BUSINESS PORTAL ELECTIONS CIVICS AND EDUCATION

Search for an entity

[Search assistance...](#)

☐ Search by entity name (Corp., LP, LLP, LLC, Non-resident Landlord)

Enter name: Search type:

☐ Search by an individual name (Officer, Director, etc.) Search type:

First: Middle: Last:

☒ Search by Identification Number Must be 9 digits

☐ Search by Filing Number Must be 12 digits

☐ Search by Agent Search type:

☐ Search by a Business Address

☐ Search by a Purpose

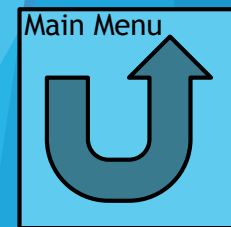
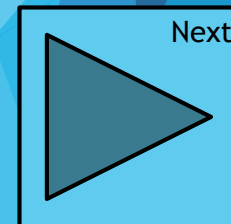
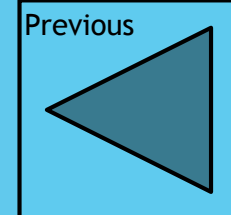
☐ Search by NAICS code [Help](#) Must be 2 to 6 digit code

Display number of items to view: per page

[Legal Information, Disclaimers, Policies](#)

Business Services Division | Rhode Island Department of State


If you know the exact Identification Number of the entity that you are looking to find, you can enter the Identification Number. The identification number is 9 digits long. If the ID number is less than 9 digits long then zeros must be added at the beginning of the number in order to satisfy this requirement.





SEARCH BY FILING NUMBER

Each individual filing is assigned a unique 12 digit filing number when recorded in this office. The exact filing number must be entered in the search field in order to access the specific detail and image.



Rhode Island Department of State
Nellie M. Gorbea
Secretary of State

HOMEBUSINESS PORTALELECTIONSCIVICS AND EDUCATION

Search for an entity

[Search assistance. . .](#)

☐ Search by entity name (Corp., LP, LLP, LLC, Non-resident Landlord)

Enter name:

Search type:

Begins with

☐ Search by an individual name (Officer, Director, etc.)

Search type:

Begins with

First: Middle: Last:

☐ Search by Identification Number

Must be 9 digits

☒ Search by Filing Number

Must be 12 digits

☐ Search by Agent

Search type:

Begins with

☐ Search by a Business Address

☐ Search by a Purpose

☐ Search by NAICS code [Help](#)

Must be 2 to 6 digit code

Display number of items to view:

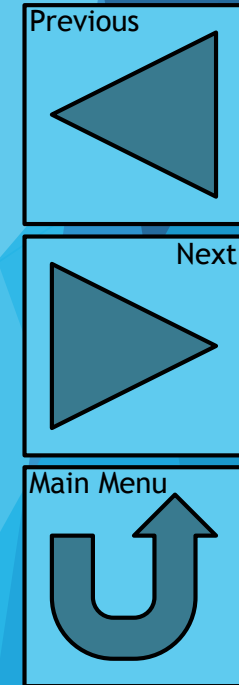
25 items

 per page

Search

Clear

[Legal Information, Disclaimers, Policies](#)





SEARCH BY AGENT'S NAME

Rhode Island Department of State
Nellie M. Gorbea
Secretary of State

HOME BUSINESS PORTAL ELECTIONS CIVICS AND EDUCATION

Search for an entity

[Search assistance...](#)

☐ Search by entity name (Corp., LP, LLP, LLC, Non-resident Landlord)

Enter name: Search type:

☐ Search by an individual name (Officer, Director, etc.) Search type:

First: Middle: Last:

☐ Search by Identification Number Must be 9 digits

☐ Search by Filing Number Must be 12 digits

☒ Search by Agent Search type:

☐ Search by a Business Address

☐ Search by a Purpose

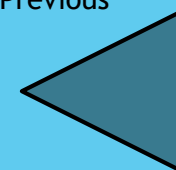
☐ Search by NAICS code [Help](#) Must be 2 to 6 digit code

Display number of items to view: per page

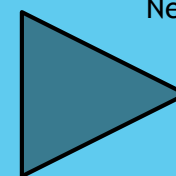
[Legal Information, Disclaimers, Policies](#)

It is suggested that you enter the agent's full name (individual or organization name.) in the "begins with" search. The default search type is "begins with." The "begins with" search does require an exact match. EXAMPLE: John Smith will not return results for John F. Smith. If searching for just a last name or portion of a name then the "contains" search will prove beneficial. Click the drop-down menu in the search type box to change the type of search. Search types are limited to "begins with" and "contains".

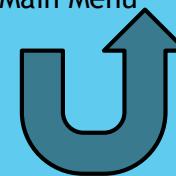
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SEARCH BY BUSINESS ADDRESS

Rhode Island Department of State
Nellie M. Gorbea
Secretary of State

HOME BUSINESS PORTAL ELECTIONS CIVICS AND EDUCATION

Search for an entity

[Search assistance...](#)

- ☐ **Search by entity name** (Corp., LP, LLP, LLC, Non-resident Landlord)
Enter name: Search type:
- ☐ **Search by an individual name** (Officer, Director, etc.) Search type:
First: Middle: Last:
- ☐ **Search by Identification Number** Must be 9 digits
- ☐ **Search by Filing Number** Must be 12 digits
- ☐ **Search by Agent** Search type:
- ☒ **Search by a Business Address**
- ☐ **Search by a Purpose**
- ☐ **Search by NAICS code** [Help ?](#) Must be 2 to 6 digit code

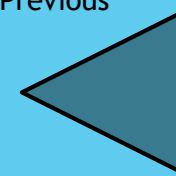
Display number of items to view: per page

[Legal Information, Disclaimers, Policies](#)

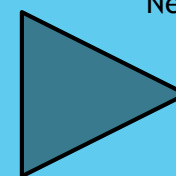
Business Services Division | Rhode Island Department of State

You must enter at least the first two letters or numbers of the business address you want to find. The more specific you are in your search criteria the more likely it is that your return results will contain what you want to find.

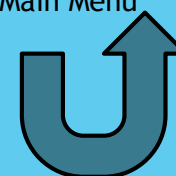
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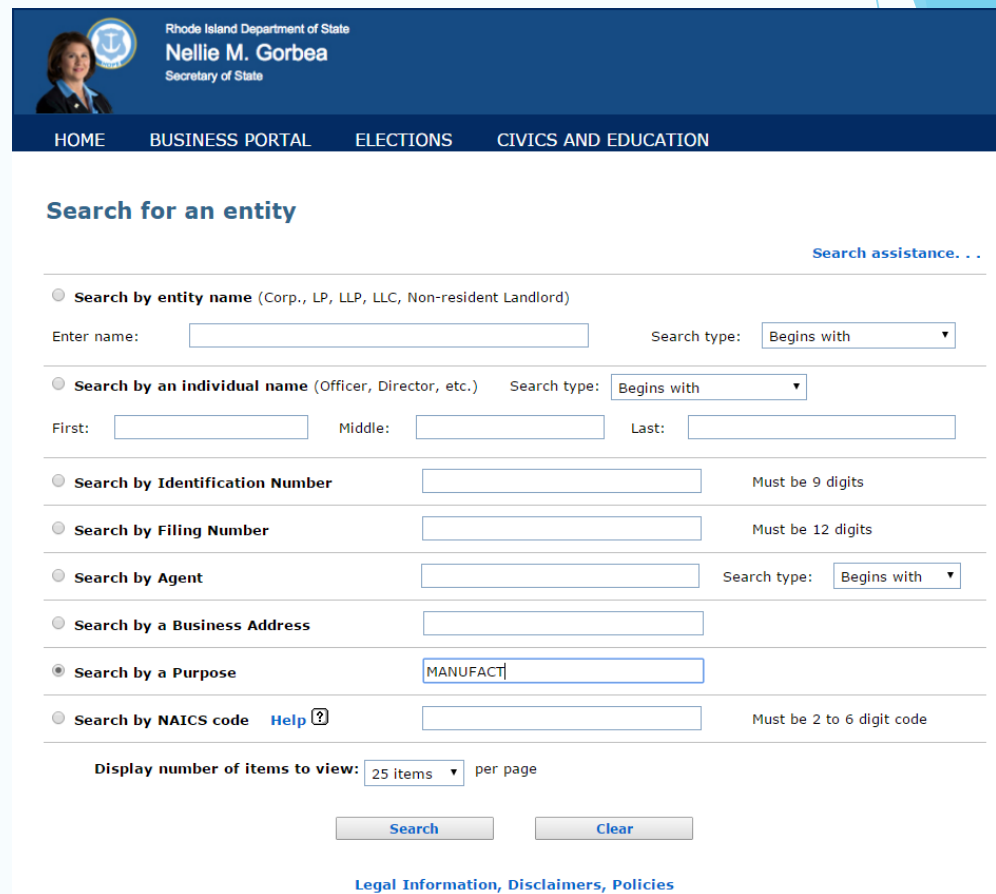
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SEARCH BY PURPOSE

You must enter at least the first two letters of the purpose you want to find. The more specific you are in your search criteria the more likely it is that you return results containing what you want to find. Wild cards are built in so that you may enter part of a word and return more results. EXAMPLE: If you are searching for anything to do with manufacturing typing in “manufact” will return all entities that listed manufacture, manufacturing, manufactured or manufacturer in their purpose.



The screenshot shows the 'Search for an entity' page on the Rhode Island Department of State website. The header includes the state seal and the Secretary of State's name, Nellie M. Gorbea. Navigation links for HOME, BUSINESS PORTAL, ELECTIONS, and CIVICS AND EDUCATION are present. The search section is titled 'Search for an entity' and includes a link for 'Search assistance...'. There are seven search criteria, each with a radio button and a text input field: 'Search by entity name' (with a search type dropdown set to 'Begins with'), 'Search by an individual name' (with first, middle, and last name fields and a search type dropdown), 'Search by Identification Number' (with a note 'Must be 9 digits'), 'Search by Filing Number' (with a note 'Must be 12 digits'), 'Search by Agent' (with a search type dropdown), 'Search by a Business Address', and 'Search by a Purpose' (with 'MANUFACT' entered). A 'Search by NAICS code' option is also available with a 'Help' link and a note 'Must be 2 to 6 digit code'. At the bottom, there is a 'Display number of items to view' dropdown set to '25 items per page', and 'Search' and 'Clear' buttons. A link for 'Legal Information, Disclaimers, Policies' is at the very bottom.

Rhode Island Department of State
Nellie M. Gorbea
Secretary of State

HOME BUSINESS PORTAL ELECTIONS CIVICS AND EDUCATION

Search for an entity [Search assistance...](#)

☐ Search by entity name (Corp., LP, LLP, LLC, Non-resident Landlord)
Enter name: Search type:

☐ Search by an individual name (Officer, Director, etc.) Search type:
First: Middle: Last:

☐ Search by Identification Number Must be 9 digits

☐ Search by Filing Number Must be 12 digits

☐ Search by Agent Search type:

☐ Search by a Business Address

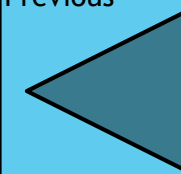
☒ Search by a Purpose

☐ Search by NAICS code [Help](#) Must be 2 to 6 digit code

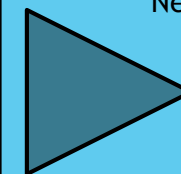
Display number of items to view: per page

[Legal Information, Disclaimers, Policies](#)

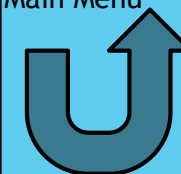
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SEARCH BY NAICS CODE

North American Classification Systems (NAICS) code is a 2 to 6-digit number that identifies the specific business conducted by an entity. Beginning in September of 2016, we have asked business corporations, limited liability companies and non-profit corporations to identify the NAICS code that best identifies their primary business type. To use this search you must enter a 2-digit code. Click [here](#) for a full list of NAICS codes or use the link provided within the public search page.



Rhode Island Department of State
Nellie M. Gorbea
Secretary of State

HOMEBUSINESS PORTALELECTIONSCIVICS AND EDUCATION

Search for an entity

[Search assistance. . .](#)

☐ Search by entity name (Corp., LP, LLP, LLC, Non-resident Landlord)

Enter name:

Search type:

☐ Search by an individual name (Officer, Director, etc.)

Search type:

First: Middle: Last:

☐ Search by Identification Number

Must be 9 digits

☐ Search by Filing Number

Must be 12 digits

☐ Search by Agent

Search type:

☐ Search by a Business Address

☐ Search by a Purpose

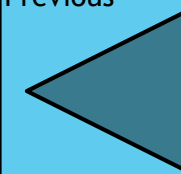
☒ Search by NAICS code [Help ?](#)

Must be 2 to 6 digit code

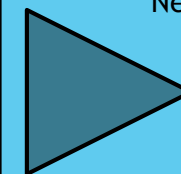
Display number of items to view: per page

[Legal Information, Disclaimers, Policies](#)

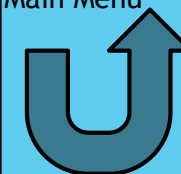
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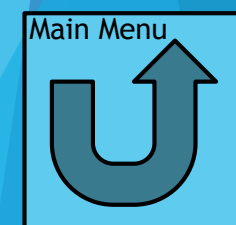
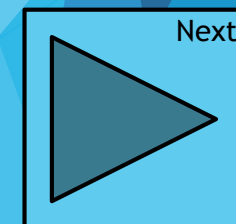
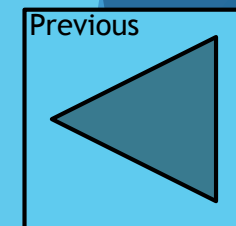
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SEARCH TIPS

1. When conducting a name availability search, DO NOT use the Inactive Database.
2. All searches are case-insensitive. This means that you may type your search criteria in lower case letters, capital letters or both. Your results will be the same
3. Search results are displayed in alphabetical (ascending) order by name.
4. If you are searching for a word that may also be abbreviated, such as St. for Saint or RI for Rhode Island, please be sure to perform a search with both spellings. The search function cannot determine that St. may also mean Saint. The same is true for Jr. and junior, Sr. and senior, etc. A company with the name Saint John's Signs may be found only in a search for St. John's Signs.
5. Punctuation will not change your search results. Smith, Jones and Waters will also return Smith Jones and Waters.
6. The search function ignores the word "The" when it is at the beginning of an organization name. Whether you chose to include or exclude the word "The" in your search criteria, the results will be the same.





THANK YOU

FOR VISITING THE RHODE ISLAND
DEPARTMENT OF STATE'S WEBSITE AND FOR
USING OUR TUTORIAL!

